

# DEPARTMENT OF ADMINISTRATION OVERVIEW

PRESENTED TO

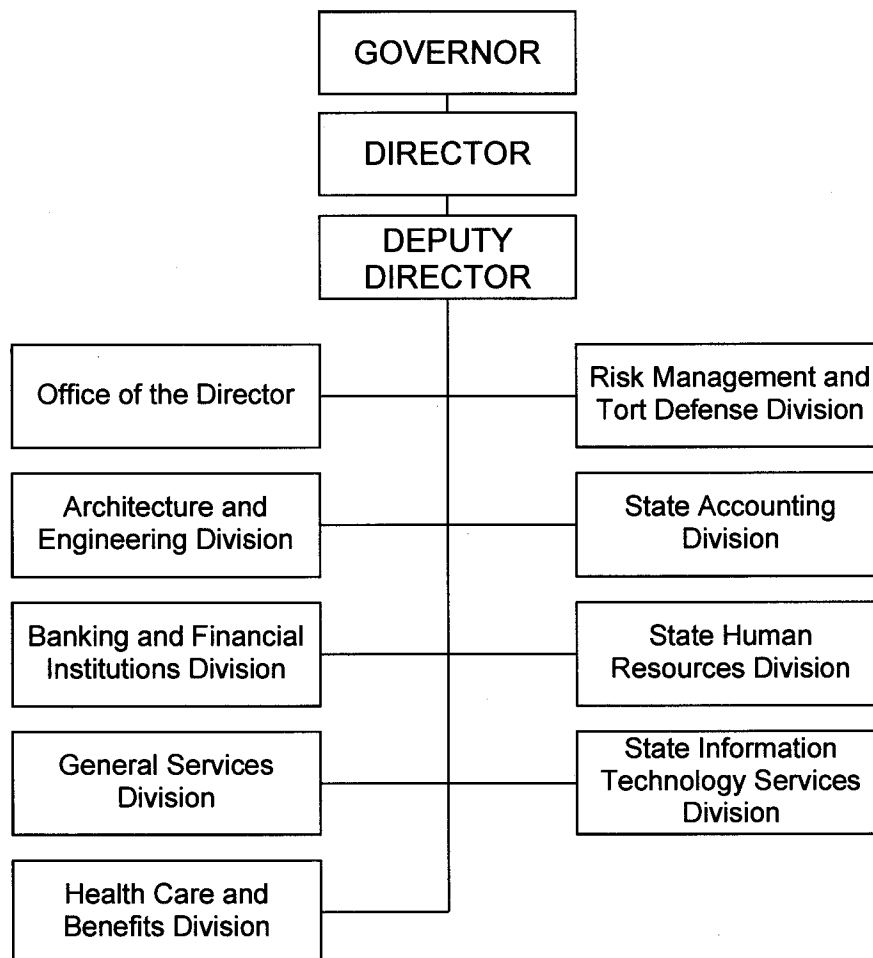
## THE HOUSE COMMITTEE OF STATE ADMINISTRATION

**DOA Mission:** To serve, satisfy, and support our customers.

**Sheila Hogan, Director (444-3033) ♦ Sheryl Olson, Deputy Director (444-2032)**

**Director's Office: 444-2032**

**Website:** <http://doa.mt.gov/>



Boards, commissions, and councils allocated to the department for administrative purposes:

**Boards**

Board of County Printing  
Board of Examiners  
Burial Preservation Board  
Information Technology Board  
Public Employees' Retirement Board  
State Banking Board  
State Compensation Insurance Fund Board  
State Tax Appeal Board  
Statewide Interoperability Governing Board  
Teachers' Retirement Board

**Commissions**

Public Defender Commission  
State Lottery Commission

**Councils**

9-1-1 Advisory Council  
Capitol Complex Advisory Council  
Electronic Government Advisory Council  
Montana Land Information Advisory Council  
State Employee Group Benefits Advisory Council

## **Architecture and Engineering Division**

**Tom O'Connell, Administrator 444-3105**

The Architecture and Engineering Division manages remodeling and construction of state buildings. The division's functions include planning new projects and remodeling projects; advertising, bidding, and awarding construction contracts; administering contracts with architects and contractors; disbursing building construction payments; and providing design services for small projects. The program also formulates a Long-Range Building Plan (LRBP) for legislative consideration.

## **Banking and Financial Institutions Division**

**Melanie Hall, Banking Commissioner 841-2927**

The Banking and Financial Institutions Division licenses, charters, supervises, regulates, and examines a variety of financial institutions operating in Montana. These institutions include state-chartered banks, trust companies; savings and loans, and credit unions; consumer loan and sales finance companies; title loan companies; escrow companies; deferred deposit loan companies; and mortgage brokers, mortgage loan originators, mortgage lenders, and mortgage loan originators.

## **Director's Office**

The Director's Office provides the overall supervision and coordination of agency programs. The office provides legal, IT management, financial, budgeting, accounting, human resource management, and payroll services for the department and some of its attached agencies.

## **General Services Division**

**Marv Eicholtz, Administrator 444-3319**

The General Services Division provides facilities and grounds maintenance and security for state property in the state capitol area. The division also manages state procurement, printing and the photocopy pool, mail distribution, surplus property, central stores, statewide leasing, the statewide fueling network, energy procurement, and the procurement card program.

## **Health Care and Benefits Division**

**Russ Hill, Administrator 444-2553**

The Health Care and Benefits Division administers employee benefit plans that include health, life, dental, prescription drugs, long-term disability, long-term care insurance, vision insurance, flexible spending accounts, a sick leave fund, employee assistance services,

health promotion, and a voluntary employee benefit health care expense trust. The Workers' Compensation Management Program provides a central resource for agencies working to enhance safety, loss prevention, and return-to-work programs, and works with the workers' compensation insurer to coordinate workers' compensation coverage and policy management issues.

## **Risk Management and Tort Defense Division**

**Brett Dahl, Administrator 444-3687**

The Risk Management and Tort Defense Division administers a comprehensive plan of property and casualty insurance protection on behalf of state agencies and universities. The division insures state agencies/universities against risk of loss from aircraft, airports, boilers and machinery, cyber information security, fidelity bond, fine art, Health Insurance Portability and Accountability Act (HIPAA), professional liability, property, surety bond, and vehicles. In addition, the division provides risk management training, on-site hazard inspections, consulting services, and claims administration. The division also investigates, evaluates, and resolves property/casualty claims, and coordinates the adjudication and settlement of tort claims involving personal injury/property damage.

## **State Accounting Division**

**Julie Feldman, Acting Administrator 444-4609**

The State Accounting Division provides the statewide functions of the state treasury, payment processing, and accounting and financial reporting policies. Treasury functions include the performance of the central banking function for state agencies, reconciliation of state bank accounts, and oversight of bank account collateralization. The division manages the financial portion of the Statewide Budgeting, Accounting, and Human Resource Systems (SABHRS). It establishes state accounting policies and procedures; administers the federal Cash Management Improvement Act; prepares and negotiates the Statewide Cost Allocation Plan (SWCAP); and prepares the state Comprehensive Annual Financial Report (CAFR). The division also administers the warrant writer program, which provides check writing and automatic-deposit services for most agencies, along with the replacement, cancellation, and stale date processing for all agencies. The division provides technical assistance and training to local government accounting and financial personnel, and the audit review function for local governments. It administers the federal Social Security Section 218 program for the state and local governments.

## **State Human Resources Division**

**Paula Stoll, Administrator 444-3789**

The State Human Resources Division provides state agencies with a variety of human resource management programs. These programs include human resource rules, policies, and standards for the Executive Branch agencies; state labor relations, representing the Governor's Office in all matters relating to collective bargaining; training and other

professional development services to state agencies; the human resource portion of the Statewide Budgeting, Accounting, and Human Resource Systems (SABHRS); and human resource information services, supplying payroll and other human resource information systems for all branches of state government.

## **State Information Technology Services Division**

**Tammy LaVigne, Acting Chief Information Officer.....444-2589**

The State Information Technology Services Division manages the central computing and telecommunications services for state government. The division provides central mainframe and mid-tier computers, data center, and hosting services; provides continuity planning; manages the statewide data network SummitNet; provides local and long-distance telephone network services; provides the statewide video network services; coordinates electronic government services; and manages the state's Internet presence at mt.gov. In addition, the division manages the Public Safety Services Office including the state's 911 and public safety communications programs; develops the statewide IT strategic plan and coordinates agency IT strategic plan; develops and oversees state IT standards and policies; and reviews and approves IT equipment and software acquisitions, including an IT project management office.

## **Attached Boards, Councils, and Commissions**

DOA has 20 various boards, councils, and commissions attached to it in some way. Some are germane to the business services we supply to state agencies, while others' functions are not related to the department's mission.

For questions regarding or additional information, contact Gretchen Bingman at 444-3308 or [gbingman@mt.gov](mailto:gbingman@mt.gov).